

August 16, 2017 9:00AM Select Board Meeting
Present: Don Chabon, Chuck Cardillo, Danielle Fillio

Don welcomed everyone and called the meeting to order.

First on the agenda was Len with Highway Department updates. Len said that they are waiting for the DEP to sign off on an action plan for the asbestos removal from the Highway Garage. This is a \$45,000 unanticipated hit with the demolition project to remove the asbestos that is in between the ceilings and the roof. Berkshire Engineering is working with the DEP for permits and he has a contract lined up. Once the asbestos is removed they can out for bidding for the demolition of the structure.

Chuck asked about the process of designing a new building and Len responded that it is a pre fab building. He said that in March a Select Board member and a Finance member were forwarded the price. Len said that he would forward this on to Don. The structures are pre-engineered. The question is the status of the Talbot Center which is currently in the way and will need to be removed. Danielle said that Lisa Thorne should be in on those meetings.

Len added that room for the weed harvester so that it can be stored and worked on in the winter would be beneficial. The Talbot center would then not be able to be a part of the new building and relocated. Len anticipated the asbestos removal at any time. Once these decisions are made, blue prints could be formed.

Darrell mentioned that they are also looking for space to store the department's radar trailers and would like consideration to possibly store them at the garage.

Don asked about bridge and road updates and Len said that the 183 South culvert was currently in design and geotechnical surveys will be next Thursday so that they will better help with the design. Len believed that all the drainage could be bundled with the culvert replacement at the same time.

He also submitted the STRAP Grant for the Larrywaug Bridge. Danielle noted that Len needs to get back to her on the culverts. Len said that because of the lead time, they are going to cut it by purchasing the culvert themselves and then bid out the project.

Next on the agenda was Darrell with Police Department updates. Darrell said that they recently had the Latino event at the Marion Fathers and he said that everything went well. Eighty nine busses, 300 cars and 6,000 people attended. It all went well with the help of good planning.

He mentioned that there have been CO leak issues with Ford Explorers and they have tested their vehicles and found no leaks.

They are having a community Emergency Services day on Sunday, August 27th. Darrell welcomed everyone to come and meet the Police Department, Fire Department and Emergency Services members. It will be from 11AM to 3PM. Hamburgers and hotdogs will be served.

Throughout the summer Darrell had been receiving comments about speeding on Elm Street and also Maple Street. Maple Street does not have speed bumps and people would like to have them replaced there also. The speeding complaint is a yearlong complaint but the speed bumps do reduce the speeding during the summer months.

Darrell also said that they have had more than normal complaints and comment on the Red Lion Inn intersection. He believes that adding a Police Officer is not a solution and actually slows things to a halt. The many crosswalks also add to the issues for traffic. The intersection is hard to navigate and they had six accidents last year and have had eight so far this year. Thankfully there have not been any significant injuries. In the past there had been the discussion about adding traffic lights which again would stop the traffic flow even more.

Darrell's suggestion would be to put a traffic circle at the intersection and Danielle responded that a study had been done but the idea was not received very well at that time.

Both Chuck and Don agreed that it is a dangerous intersection and recommendations should be looked into to. Darrell's recommendation is to add a traffic circle to eliminate the danger and keep traffic flowing.

Don asked what it would take to get a more specific recommendation and Darrell said that the State would need to be involved as Route 7 North and South is State roads. The Town owns and maintains the intersection but the State roads are connected to it.

Don asked Darrell to look into the situation and Danielle said that she would look for the old report to see what was determined.

Don asked about truck travel with a circle and Darrell felt that the State would have recommendations on that. All of the specifications would need to be looked into as well as Town resident's input.

Darrell said that he would get together with Len and see how they can move forward.

Darrell said that the paving on Route 102 was complete, lines were painted and reflectors would be added shortly. There also continues to be some sidewalk completion.

Danielle let Darrell know that the Housatonic Railroad Company was going to come in to request road closure of the Glendale Middle Road at the railroad crossing for a day to repair the rails at the crossing. They now will not be able to make repairs until mid-fall but will be filling out an application and would like to know if the Highway Superintendent or Police Chief will require any specifics.

Darrell said that it should not be a problem as long as they give enough notice to the residents. It can be closed off at the end of Glendale Middle Road at the Glendale end and at the end of Castle Hill Road.

The new hire policy and

Don continued with the next item on the agenda to adopt Procedural Policies as proposed by Town Administrator. The Town Administrator has come up with two new procedural Policies to help with key functions of the Town Offices. They are a New Employee Hire Policy and Procurement Policy.

Don read the New Hire Policy as follows:

The Department Head must let the Town Administrator know if he or she is looking to hire a new employee. The request will be brought to the Board of Selectmen. Once approved by the Board of Selectmen the Department Head will work with the Town Administrator to make sure that all posting requirements per the Employee Handbook are correctly complied with. Once applications are received and the Department Head has chosen who he or she would like to interview, the Department Head and Board of Selectmen will hold interviews together. Once a new applicant has been chosen they will receive a letter from the Board of Selectmen with their start date, list of benefits, and compensation. This letter will also be sent to the Treasurer to insure they receive the new employee packet. Copies are available in the Town Administrator's office.

Don continued to read the Procurement Policy as follows:

Please note the following Procedures to follow when going out to Bid, All procurement laws must be followed when going out to bid. If there are any questions or doubts on how to proceed with those laws please contact the Chief Procurement Officer/Town Administrator.

Make sure that all documents say the Town Offices located at 50 Main Street NOT the Town Hall. Before going out to bid please send the documents through the Town Administrators Office to ensure that Town Counsel has approved the bid package and proposed contracts. Also please inquire with the Town Administrator as to setting dates regarding any bids, and when documents will be available and when sealed bids are to be received in the Town Offices before placing any dates within an advertisement. Due to the new modernization act all procurements for supplies and/or services in excess of \$50,000 must now be advertised through CommBuys. The Town Administrator has all account information for this requirement.

Per Procurement Regulations, the Procurement Officer must be in attendance and available to open bids etc. Therefore, this should be coordinated with the Town Administrator. If for some reason she is not available, then the accountant or a member of the Board of Selectmen can open bids.

Also, please note that at least one complete copy of all bid documents i.e., advertising, the IFB or RFP, list of bidders or respondents, and results of the procurement must be located in the Town Offices, in the Town Administrator's Office. This particular item has been noted by our auditing firm the past two years.

Don moved to approve the New Hire Policy and the Procurement Policy as submitted by the Town Administrator. Chuck seconded, all were in favor.

Don next addressed changes to Employee handbook by stating that there were discrepancies in the employee handbook with respect to the way vacation time and sick time were being handled and the handbook has now been updated to correct those discrepancies.

Danielle said that she would be distributing the updated copies to all employees. As an overview she added that the way that sick time and vacation had been handled was not always in accordance to the way it was written in the handbook. Clarification was made so that there will not be any question as to how it should be handled. Sick time was also not handled as written in the handbook and now the hand book reflects the way that sick time has always been handled.

Don asked that in the distribution of the new handbooks the changes be pointed out and Danielle agreed.

Don moved that the Board accept the changes to the Employee handbook and advise the Town Administrator to distribute the updated copies to all employees. Chuck seconded, all were in favor.

With no further items on the agenda the Board moved into Executive Session to discuss a personnel matter with Town Accountant.

Don moved that the Board convene in Executive Session, not to return to open session, for the purpose of discussing complaints against the Town Accountant and potential discipline, with the hope for agreement and accommodation. This currently applies to relations with the Police Department but may have added implications. The Town Administrator, the Police Chief, the Accountant, and any representative are invited by The Stockbridge Select Board to be present. Chuck seconded. All were in favor. Roll call was taken: "I Don, I Chuck."

Don moved to adjourn the Selectmen's Meeting. Chuck seconded. All were in favor.